



## **EXPENDITURE POLICY**

Oregon Association of Hospitals and Health Systems (OAHHS) will serve as the financial management office for the Telehealth Alliance of Oregon (TAO). A letter of agreement will be maintained between the Alliance and OAHHS outlining the roles and responsibilities of each party. All required financial reports for TAO will be provided by OAHHS on a quarterly basis.

The Alliance Board of Directors will approve all expenditures greater than \$500 by a majority vote of Board members, either in Board meetings or via email.

The Alliance Treasurer or President individually will have authority to approve expenditures and sign checks up to \$250. For expenditures over \$250 up to \$500, the approval and signature of both the Treasurer and Board President will be required. On expenditures for \$500 or more, two signatures are also required on the checks.

Approvals will be made in advance based on estimated expenditures. Reimbursement will be made based on actual expenses (see Procedures below). The Treasurer and/or President shall initial and date expense reimbursement forms or bills received prior to payment. Electronic approval is also acceptable.

Contracts shall be approved by the Board of Directors and copies will be sent to the Oregon Association of Hospitals and Health Systems. Contract expenditures may be paid monthly (or as necessary) after Board of Directors approval of the contract.

Travel expenses will be reimbursed at cost up to the IRS reimbursement limits and mileage will be paid at the current IRS mileage rate.

The Board of Directors shall determine the appropriate account for payment of expenditures over \$1,000 or for contracts, when approving requests. Likewise, the Treasurer and/or President shall determine the appropriate account when approving expenditures of under \$1,000.

## **EXPENDITURE REIMBURSEMENT PROCEDURES:**

- 1) Request payment in advance of travel or activity.
- 2) Complete the TAO Expense Reimbursement Approval Form (copy attached).
- 3) Keep receipts.
- 4) Submit form and receipts to Treasurer. Electronic submission preferred, if at all possible.
- 5) Treasurer submits completed and approved form and receipts to OAHHS. A copy will be kept in TAO files.
- 6) OAHHS pays bills on a monthly basis, at the end of the month.

ALSO see Expense Reimbursement Approval Form.

Approved 06/08/06